


**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Pilot Initiatives, Approval, and Evaluation**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	ITDD
Number	1066.06
Date	March 19, 2026

Summary of Changes

<i>Program Statement Rescinded:</i> <ul style="list-style-type: none">▪ 1066.05 Pilot Initiatives, Approval and Evaluation (4/21/2015)
<i>Changes:</i> <ul style="list-style-type: none">▪ Explains the pilot program submission process in more detail.▪ Updates the division responsible for overseeing the pilot process.▪ Removes the section referencing the American Correctional Association (ACA) standards.▪ Addition of guidance for how to conclude a pilot.

1. PURPOSE AND SCOPE

To provide guidelines and procedures used to develop, approve, and evaluate pilot initiatives.

a. Program Objectives.

- Pilot initiatives will be developed, approved, and evaluated consistently.
- Pilot programs will be tracked by the Information Technology and Data Division (ITDD).

b. Institution Supplement. None.

2. DEFINITIONS

- **Pilot Initiative.** Any new program, function, or product used in a limited way to determine if it is suitable for use at additional Bureau of Prison (Bureau) sites or Bureau-wide.

- **Goal.** A statement of the pilot’s purpose or intent.
- **Objectives.** Measurable parts of the goal which, when achieved, accomplish the desired goal.
- **Performance Measures.** Evidence is used to determine progress toward meeting the objectives, evaluated in comparison to an absence of said initiative where possible. These measures should include positive or negative results, as well as adverse side effects.
- **Concerns/Issues.** Key questions that need to be answered by the pilot assessment. These questions may relate to concerns raised before or during the pilot. Examples of appropriate questions include: “What major problems surfaced as a result of the pilot?” and “How, if at all, were these problems resolved?”

3. DEVELOPMENT

New pilots must be proposed using the BP-A0932, Pilot Proposal Worksheet Establishing Evaluation Criteria. With the support of the sponsoring division Assistant Director (AD) or Regional Director (RD), they are to be constructed collaboratively between the source division or region and the Office of Research and Evaluation (ORE), ITDD. Proposals must include:

a. **Initial rationale for the new program or resource, including:**

- Current knowledge on the matter from the field and from the research literature related to the matter under consideration.
- Relevant findings regarding the expected impact of such a program or resource.
- Basic assessment of the expected cost and savings of pilot implementation and broader implementation should the pilot be successful and rolled out.

b. **Definitions of goals of the program or resource:**

- Specifying goals and the associated indicators of a successful pilot.
- Outline the scope of impact (i.e., how many people are likely to be served or to utilize the program or resource.)
- Outcomes anticipated if the program or resource has the intended impact (such as recidivism reduction, job attainment, etc.)
- Any anticipated adverse or unintended outcomes that should be measured, whether based on experience or on the findings from a review of available and relevant research.

c. **Considerations of which divisions, region, branches, and/or institutions are involved in the program or resource. Proposal should include:**

- a list of all divisions and regions within the Bureau that will have a role in implementing the program or resource,
- a plan for their inclusion in the implementation and assessment, and
- an ongoing communication strategy for mid-point and final status reporting.

Sponsoring divisions or regions will draft the initial assessment document and share with ORE. ORE will assess the need for their involvement in measure development, appropriate outputs and outcome analyses, and level of effort.

The completed worksheet must also be submitted to other impacted sections for comment, providing input on level of effort and cost/benefit of implementation. In all cases, each involved discipline and region, including the institution(s) where the pilot took place as relevant, must be consulted during preparation of the proposal and allowed the opportunity for comment.

Following a review by ORE and other impacted divisions, ORE will submit pilot proposals for routing to Executive Staff for review.

Research:

If a pilot program requires staff or inmates to participate in interviews or complete tests, questionnaires, or surveys, the activity may qualify as “research.” If any of these conditions exist, the program sponsor must consult Research Program Statement and contact the Bureau Human Subjects Protections Officer/ Bureau Research Review Board (BRRB) Administrator located in the Office of Research and Evaluation for additional information as to whether or not an application needs to be submitted to the BRRB.

4. APPROVAL

A member of the Executive Staff, typically the sponsoring division’s AD or sponsoring region’s RD if the initiative involves a particular institution, must review and endorse the final draft of the proposed pilot project before the proposal moves to full Executive Staff consideration.

The endorsed proposal is forwarded to the AD, ITDD who will then review to ensure the implementation and evaluation plans are adequate to permit an effective project appraisal.

If the AD, ITDD determines the proposal warrants further consideration by the Executive Staff, they will facilitate a full review by the Executive Staff via appropriate channels. All proposed pilots require review and approval from the Director. The Director can choose to delegate review and approval to the Deputy Director.

5. GENERAL OUTCOME EVALUATION

- a. Preliminary review: Within 60 days after a pilot program reaches completion according to

the project plan timeline, the Pilot Evaluation Summary, which is available on the ORE intranet page, must be submitted to the sponsoring Executive Staff member, and the Director of ORE for evaluation and comment.

b. Intermediate review: Once the sponsoring AD or RD and the Director of ORE have signed off on the findings, a final draft will be submitted to the AD or RD and ITDD for review and circulation for comment.

c. Executive Staff review: The Executive Staff will review the findings as a regular meeting agenda item and determine whether the plot initiative should be implemented agency wide.

The Pilot Evaluation Summary and the preliminary review are to be completed before pilot program findings are presented to the Executive Staff.

6. PILOT PROGRAM CONCLUSION

At the conclusion of the pilot program period, and once a decision regarding the next steps is made by the Executive Staff, the pilot program must be formally closed by drafting a memorandum to memorialize the findings of the program. Regardless of whether the Executive Staff decides to end or further expand the program the memorandum must be drafted by the sponsoring division or region and must include a summary of the timeline of the project, information about outcomes of the evaluation component, and a clear timeline for the end or continuation of the program. Pilots are generally expected to take less than one year to complete, though an extension may be requested by the sponsoring AD or RD, if required. Pilots will all be reviewed for progress annually. The memorandum must also include the signature of the sponsoring Executive Team member and relevant AD or RD.

REFERENCES

Program Statement
Research

Forms

BP-A0932 Pilot Proposal Worksheet Establishing Evaluation Criteria

BP-A0933 Pilot Evaluation Summary and Assessment

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.